



# **Notice**

## **City Commission Regular Meeting**

**7:00 pm**

**Monday, March 2, 2015**

**Commission Chambers, Governmental Center**

**400 Boardman Avenue**

**Traverse City, Michigan 49684**

**Posted and Published 02-26-2015**

Meeting informational packet is available for public inspection at the Traverse Area District Library, City Police Station, City Manager's Office and City Clerk's Office.

The City of Traverse City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan, 49684, 922-4440, TDD: 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator. If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

City Commission:

c/o Benjamin C. Marentette, MMC, City Clerk

(231) 922-4480

Email: [tcclerk@traversecitymi.gov](mailto:tcclerk@traversecitymi.gov)

Web: [www.traversecitymi.gov](http://www.traversecitymi.gov)

400 Boardman Avenue

Traverse City, MI 49684

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*The mission of the Traverse City City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the city's staff. The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.*

**Welcome to the Traverse City Commission meeting!**

**Agenda**

Any interested person or group may address the City Commission on any agenda item when recognized by the presiding officer or upon request of any Commissioner. Also, any interested person or group may address the City Commission on any matter of City concern not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the Commission.

**Pledge of Allegiance**

**1. Roll Call**

**2. Consent Calendar**

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the Commission; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Commission action adopting the consent calendar.

- a. Consideration of approving minutes of the City Commission meeting of February 17, 2015. (Approval recommended) (Penny Hill, Katelyn Stroven)
- b. Consideration of authorizing a confirming purchase order for unleaded gasoline for City operational use. (Approval recommended) (Penny Hill, Dave Green) (5 affirmative votes required)

- c. Consideration of adopting a resolution recommending approval of a request from OM Cafe TC, LLC for a new Banquet Facility Permit and authorizing the City Clerk to issue a registration for operation of the license at 148 E. Eighth Street (The Old Town Playhouse). (Adoption and approval recommended) (Penny Hill, Katelyn Stroven)
- d. Consideration of authorizing a service order for 2015 Water Treatment Plant high and low service pump maintenance. (Approval recommended) (Penny Hill, Dave Green) (5 affirmative votes required)
- e. Consideration of authorizing a purchase order for a trailer-mounted water valve exercising machine for the Water Main Valve Exercising Program required by the Michigan Department of Environmental Quality. (Approval recommended) (Penny Hill, Dave Green) (5 affirmative votes required)
- f. Consideration of adopting a resolution which clarifies the ban of alcoholic beverages within Clinch Park Beach, to clarify the description of the beach, as a result of the reconfiguration of the park, which is a housekeeping matter. (Adoption recommended) (Penny Hill, Dave Green)

### **Items removed from the Consent Calendar**

- a.
- b.
- c.

### **3. Old Business**

- a. Report from the City Commission Ad Hoc Committee Regarding City Assets/Carnegie Building; and consideration of authorizing lease agreements for space within the Carnegie Building. (Commissioner Jeanine Easterday, Chairwoman; Commissioner Gary Howe; Commissioner Ross Richardson; Penny Hill) (5 affirmative votes required to authorize agreements)

### **4. New Business**

- a. Consideration of entering into closed session to discuss an attorney-client privileged communication regarding the City Manager; and consideration of appointing an Acting City Manager. (Possible closed session). (Mayor Michael Estes) (5 affirmative votes required to enter into closed session)

### **5. Appointments**

None.

### **6. Reports, Announcements and Correspondence**

**Please note: For this section of the agenda, when an actual report is included or expected, the item will be underlined.**

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
  - 1. Reports from members of the Commission serving on boards.

2. Minutes of the Traverse City Light and Power Board meetings of January 13 and January 27, 2015.

## **7. Public Comment**

- a. Reserved.

None.

- b. General.

- c. Mayor and City Commissioners.

## **8. Adjournment**

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*The mission of the Traverse City City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the city's staff. The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.*

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The City of Traverse City

## Communication to the City Commission

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FOR THE REGULAR CITY COMMISSION MEETING OF MARCH 2, 2015

DATE: FEBRUARY 26, 2015

FROM: PENNY HILL, ASSISTANT CITY MANAGER 

SUBJECT: MINUTES

Attached are the minutes from the following meetings of the City Commission:

- February 17, 2015, Regular Meeting

The City Clerk recommends that these minutes be approved. The following motion would be appropriate:

**that the minutes of the February 17, 2015, Regular Meeting, be approved.**

PH/slm

k:\tcclerk\city commission\minutes

**Minutes of the**  
**City Commission for the City of Traverse City**  
**Regular Meeting**  
**February 17, 2015**



A regular meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Mayor Pro Tem Barbara D. Budros, James Carruthers, Jeanine Easterday, Gary Howe, Ross Richardson, Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Michael Estes presided at the meeting.

**2. Consent Calendar**

Moved by Carruthers, seconded by Richardson, that the following actions as recommended on the Consent Calendar portion of the Agenda be approved:

- a. the minutes of the February 2, 2015, Regular Meeting, and February 9, 2015, Study Session, be approved.
- b. the Resolution Scheduling Public Hearing on Special Improvement District No. 2014-008, be adopted, scheduling the public hearing for March 23, 2015.
- c. the Mayor and City Clerk execute a contract with Continental Linen Services for a two-year term, with the option to renew for up to two, two-year subsequent terms for uniform supply and cleaning for Department of Public Services employees, at a rate of \$4.75 per employee, per week (approximately \$11,362 annually), with funds available in the Garage Fund,

such contract subject to approval as to its substance by the City Manager and its form by the City Attorney.

- d. the City Manager be authorized to declare two (2) 2010 Komatsu loaders surplus, so they may be sold back to the dealer at the guaranteed buyback price of \$116,000; and that the City Manager be authorized to issue a purchase order to Alta Equipment LLC in the amount of \$329,180 for the purchase of two (2) 2015 Volvo L60G wheel loaders, with funds available in the Garage Fund.
- e. the City Manager be authorized to issue a confirming purchase/service order in the amount of \$17,909.29 to Lemmen Oil Company for 10,001 gallons of dyed #2 ultra low sulfur diesel fuel without additives priced at \$1.79075 per gallon with funds available in the Garage Fund.
- f. the Mayor and City Clerk execute a Permission of Encroachment Agreement with TCWC Holding Company, LLC (Traverse City Whiskey Company) for an encroachment into the City easement adjacent to the right-of-way at 201 East 14<sup>th</sup> Street, as described in the February 9, 2015, communication from the City Engineer, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney; and further subject to receipt of legal descriptions of the actual encroachments including a survey drawing prepared by a professional engineer, and receipt of the insurance policy required by the City Clerk.
- g. an amendment to the Traverse City Code of Ordinances, *Brown Bridge Conservation*, Sections 1065.02 and 1065.03, which modifies the composition and organization of the Brown Bridge Advisory Committee and makes various housekeeping changes, as recommended by the Brown Bridge Advisory Committee, which was introduced on February 2, 2015, be enacted with an effective date of February 27, 2015.
- h. the City Commission wholeheartedly supports the men and women of the United States Coast Guard and the City of Traverse City renewal application for designation as a Coast Guard City and further authorizes the Mayor to sign the letter of application.
- i. the Local Governing Body Resolution for Charitable Gaming Licenses



(issued by the Michigan Lottery), to recognize BrickWays Paths to Independence (Grand Traverse Area Community Living Management) as a local non-profit organization, be adopted.

- j. an amendment to the Traverse City Code of Ordinances, Chapter 864, *Elimination of Street Performer Permit Requirement*, which eliminates the requirement that those who engage in street performer activities obtain a permit and makes other housekeeping changes, while maintaining time, place and manner restrictions for street performers, be introduced and scheduled for possible enactment on March 16, 2015.
- k. an amendment to the Traverse City Code of Ordinances, *Amendment to Sidewalk Café Ordinance Anchoring System Requirement*, Section 1020.07, and 1020.08, which would allow the required barrier surrounding a sidewalk café to be anchored into the adjacent building with the building owner's permission as an alternative to anchoring the barrier into the sidewalk, which was introduced on February 2, 2015, be enacted with an effective date of February 27, 2015.

CARRIED unanimously.

### **Items removed from the Consent Calendar**

None.

### **3. Old Business**

#### **3(a).**

Consideration of enacting an amendment to the Traverse City Code of Ordinances which would establish a Public Art Ordinance, as recommended by the Downtown Development Authority Board of Trustees, and rescinding the Monument and Public Art Policy.

The following addressed the Commission:

Lauren Tribble-Laucht, City Attorney

Moved by Howe, seconded by Werner, that an amendment to the Traverse City Code of Ordinances, *Public Art*, Chapter 299, which would establish an Arts Commission and certain guidelines for placement of public art in Traverse City as recommended by the Downtown Development Authority Board of Trustees, which was introduced on January 20, 2015, be enacted with an effective date of February 27, 2015; and further, that the City Commission Monument and Public Art Policy be rescinded.

Jim Sabo, 115 Blossom Avenue, Cadillac – made general comments

CARRIED unanimously.

**3(b).**

Consideration of authorizing contracts related to the purchase of membrane technology at the Wastewater Treatment Plant.

Moved by Richardson, seconded by Easterday, that the competitive bidding process be waived; and that the Mayor and City Clerk execute an Out-of-Scope Letter of Agreement with CH2MHILL in the amount not-to-exceed \$201,468, for professional services associated with the installation of three new membrane trains at the Wastewater Treatment Plant, with funds available in the Sewer Fund; and further that the competitive bidding process be waived; and that the Mayor and City Clerk execute a Service Agreement with GE/ZENON Environmental Corporation in the not-to-exceed amount of \$2,180,433, for the purchase of three membrane trains and associated equipment, and warranty at the Wastewater Treatment Plant, with funds available in the Sewer Fund, with both agreements subject to funding participation by the townships who are a party to the Master Sewer Agreement and subject to approval as to their substance by the City Manager and their form by the City Attorney.

CARRIED unanimously.

**4. New Business**

**4(a).**

Consideration of introducing amendments to the Traverse City Code of

Ordinances which would allow accessory dwelling units in R-1a, R-1b, RC and MU Districts, and repealing Chapter 1377, which allows accessory dwelling units in the Traverse Heights Neighborhood, and scheduling the ordinances for possible enactment on March 16, 2015, as recommended by the Planning Commission.

Moved by Werner, seconded by Easterday, that an amendment to the Traverse City Code of Ordinances, Sections 1320.07, Accessory Dwelling Units Definition Amendment; 1332.01, Single Family Dwelling (R-1a, R-1b) District Uses Allowed; 1332.07, Accessory Dwelling Units in Single Family Dwelling Districts with Conditions; 1374.03, Accessory Dwelling Units No Parking Required Amendment, and 1377, Repeal of Accessory Dwelling Units Overlay Districts Ordinance Chapter 1377, as recommended by the Planning Commission, be introduced and scheduled for possible enactment on March 16, 2015.

The following addressed the Commission:

Russell Soyring, City Planning Director

Kirk Wagonlander, 736 East State Street – expressed support

Julia Wagner, 402 West 11<sup>th</sup> Street – made general comments

John Fiebing, 750 Centre Place – expressed support

Mike Jackson, 217 Sixth Street – expressed opposition

Tammy Sanderson, 100 Grand Traverse Village Boulevard, Acme Township - expressed support

Brian Haas, 227 East 10<sup>th</sup> Street – expressed support

Lynn Vanness, 3639 Matador West, Garfield Township – made general comments

Jan Cleland, 211 West 12<sup>th</sup> Street – made general comments

Rick Buckhalter, 932 Kelley Street – made general comments

Tim Sanderson, 100 Grand Traverse Village Boulevard, Acme Township - expressed support

Bill Sullivan, 2414 Lake Drive, Long Lake Township - expressed support

Peter Spaulding, 724 East State Street – expressed support

Roger Send, 300 Birchwood Avenue – expressed support

Linda Lichty, 715 Pine Street – made general comments

Roll Call:

Yes - Carruthers, Easterday, Howe, Werner and Estes.

No - Richardson, Budros.

CARRIED.

**4(b).**

Consideration of adopting a resolution concurring with the Brownfield Plan for 603, 605, 609 and 615 Randolph Street (Randolph Street Development), which makes the project eligible for brownfield incentives.

Moved by Richardson, seconded by Budros, the Resolution Concurring with Grand Traverse County Brownfield Plan for 603, 605, 609, and 615 Randolph Street (Randolph Street Development), be adopted.

The following addressed the Commission:

Jean Derenzy, Grand Traverse County Deputy Director of Planning and Development

CARRIED unanimously.

**5. Appointments**

**5(a).**

Consideration of appointing a City Commission Ad Hoc Committee to review the framework for administration of the Garage Fund.

Moved by Richardson, seconded by Carruthers, that a City Commission Ad Hoc Committee Regarding Administration of the Garage Fund be established to review the administration of the Fund as outlined in the City Manager's February 12, 2015, communication; and that Commissioners Richardson, Howe and Werner be appointed to the Committee, with Commissioner Richardson to serve as Chair, with the committee to expire August 17, 2015.

CARRIED unanimously.

**5(b).**

Consideration of re-establishing the City Commission Ad Hoc Committee for City Assets/Carnegie Building.

Moved by Easterday, seconded by Richardson, that a City Commission Carnegie Building/City Assets Ad Hoc Committee be re-established (originally established August 18, 2014) to make a recommendation regarding the Carnegie Building and City Assets; and that Commissioners Easterday, Howe and Richardson, be reappointed to such committee, with Commissioner Easterday to serve as Chair, with the committee set to expire August 18, 2015.

CARRIED unanimously.

**5(c).**

Consideration of appointing a City Commission Ad Hoc Committee to make a recommendation regarding appointments to the Arts Commission.

Moved by Budros, seconded by Werner, that an ad hoc interview committee be established to make recommendation regarding appointments to the Arts Commission and that Mayor Estes, Mayor Pro Tem Budros and Commissioner Carruthers be appointed to such Committee, with Mayor Pro Tem Budros to serve as Chair.

CARRIED unanimously.

**5(d).**

Consideration of adopting a resolution establishing a City of Traverse City and Traverse City Area Public Schools Collective Resource Committee, to make recommendations on areas of collaboration; and consideration of appointing two representatives of the City Commission to serve on the Committee.

Moved by Easterday, seconded by Budros, that the Resolution Establishing City of Traverse City and Traverse Area Public Schools Collective Resource Committee, be adopted, and that Commissioners Easterday and Carruthers each be

appointed to one three-year term, expiring February 17, 2018, on the City of Traverse City and Traverse Area Public Schools Collective Resource Committee.

The following addressed the Commission:

Lauren Tribble-Laucht, City Attorney  
Benjamin Marentette, City Clerk

CARRIED unanimously.

## **6. Reports and Communications**

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
  1. Reports from members of the Commission serving on boards.
  2. Minutes of the Human Rights Commission meeting of December 8, 2014.
  3. 2014 Annual Report from the Human Rights Commission.
  4. Minutes of the Planning Commission meeting of January 6, 2015 and January 21, 2015.
  5. Quarterly Financial Report from the City Treasurer/Finance Director for the quarter which ended December 31, 2014.
- e. Reports and correspondence from non-City officials.

1. Fractile Emergency Response Report from North Flight for January 2015.

**7. Public Comment**

The following addressed the Commission:

1. Reserved.

None.


2. General.

Rick Buckhalter, 932 Kelley Street  
Jim Sabo, 150 Blossom, Cadillac

3. Mayor and City Commissioners.

Commissioner Jeanine Easterday

There being no objection, Mayor Michael Estes declared the meeting adjourned at 9:17 p.m.

  
Benjamin C. Marentette, CMC  
City Clerk

Approved: \_\_\_\_\_,  
(Date) (Initials)



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF MARCH 2, 2015

DATE: FEBRUARY 26, 2015

FROM: PENNY HILL, ASSISTANT CITY MANAGER

A handwritten signature, likely of Penny Hill, in dark ink.

SUBJECT: UNLEADED GASOLINE PURCHASE

The Garage department received telephone / fax bids for unleaded gasoline for use by various city departments.

The following is a summary of these bids.

<u>Vendor</u>	<u>City</u>	<u>Price/gallon</u>
Brenner Oil	Mount Pleasant	\$1.55625
Crystal Flash	Traverse City	\$1.5709
Lemmen Oil	Coopersville	\$1.65225
Blarney Castle	Traverse City	Did not bid
Fick & Sons	Grayling	Did not bid
Gilberts Service Oil	Traverse City	Did not bid
Schmuckal Oil	Traverse City	Did not bid

I recommend the following motion (5 affirmative votes required):

**that the Assistant City Manager be authorized to issue a confirming purchase/service order in the amount of \$15,559.39 to Brenner Oil Co. for 9,998 gallons of unleaded gasoline priced at \$1.55625 per gallon with funds available in the Garage Fund.**

PH/wb

The previous purchase price on 1/2/15 was \$1.54875 per gallon.

K:\tcclerk\city commission\purchase orders\unleaded gasoline 20150302





# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 2, 2015

DATE: FEBRUARY 26, 2015

FROM: PENNY HILL, ASSISTANT CITY MANAGER

A handwritten signature, likely of Penny Hill, in dark ink.

SUBJECT: LIQUOR LICENSE REQUEST – OM CAFÉ TC, LLC.

Attached is a memo from City Clerk Benjamin Marentette, recommending approval of a request from OM Café TC, LLC. (Jason Thibodeau), for a new Banquet Facility Permit to be operated at 148 E. Eighth Street (Old Town Playhouse).

I recommend the following motion:

**that the Resolution recommending approval of a request from OM Café TC, LLC. for a New Banquet Facility Permit, be adopted; and that the City Clerk be authorized to issue a Liquor License Registration to OM Café TC, LLC, to operate such permits at 148 E. Eighth Street.**

PH/slm

K:\TCCLERK\City Commission\Liquor License\_Regular\New Banquet Catering Permits\_OM Café\_20150302  
copy: Jason Thibodeau, owner of OM Café

# Memorandum

The City of Traverse City



TO: Jered Ottenwess, City Manager

FROM: Benjamin C. Marentette, City Clerk *[Signature]*

DATE: Thursday, February 26, 2015

SUBJECT: Liquor License Request – OM Café TC, LLC.

OM Café TC, LLC. is requesting a new Banquet Facility Permit for operation at 148 E. Eighth Street (Old Town Playhouse).

A Banquet Facility Permit is an extension of an on premise license, for the serving of alcohol liquor only on the permitted premises. The banquet facility permit shall be used only for scheduled functions and events.

If the City Commission adopts the resolution approving the license, then it will be provided to the Michigan Liquor Control Commission (MLCC) and it then may consider granting or not granting the license. The applicant has paid the appropriate application fee and this request has been reviewed by the appropriate city departments, including the Police Department, and meets all ordinance/law requirements. The supporting documentation is on file with this office.

This license cannot be operated unless the City Commission authorizes the City Clerk to issue a registration to OM Café TC, LLC. I respectfully recommend that the City Commission authorize the City Clerk to issue the registration.

As always, please let me know if you have any questions or if I may be of further assistance.

bcm/slm



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
7150 Harris Drive, P.O. Box 30005 - Lansing, Michigan 48909-7505  
Toll Free (866) 813-0011 • www.michigan.gov/lcc

Business ID: \_\_\_\_\_  
Request ID: \_\_\_\_\_  
(For MLCC use only)

**Local Government Approval**

(Authorized by MCL 436.1501)

**Instructions for Applicants:**

- Provide a copy of your Application for New Licenses, Permits, or Transfer of Ownership or Interest in License (form LCC-3011 for Retail or form LCC-3015 for Manufacturers and Wholesalers) to the local unit of government.

**Instructions for Local Legislative Body:**

- Complete this resolution, or provide a resolution, a letter of certification from the clerk, or minutes from the meeting at which this request was considered.

At a Regular meeting of the City of Traverse City council/board  
(regular or special) (township, city, village)

called to order by \_\_\_\_\_ on Mar 2, 2015 at 7:00 PM  
(date) (time)

the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the application from OM Cafe TC, LLC.  
(name of applicant)

for the following license(s): Banquet Facility Permit  
(e.g. Class C, Tavern, B-Hotel, Micro Brewer)

and the following permits, if applied for: ☐ Dance Permit ☐ Entertainment Permit ☐ Topless Activity Permit

to be located at 148 E. Eighth Street, Traverse City, MI 49684

be considered for \_\_\_\_\_ approval  
(approval or disapproval)

**Approval**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

**Disapproval**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

It is the consensus of this body that it recommends this application be considered for  
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the City of Traverse City  
council/board at a Regular meeting held on Mar 2, 2015  
(regular or special) (date) (township, city, village)

Name and title of authorized officer (please print): Benjamin C. Marentette, CMC, City Clerk

Signature and date of authorized clerk: \_\_\_\_\_

Phone number and e-mail of authorized officer: 231-922-4480, tcclerk@traversecitymi.gov



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MARCH 2, 2015

DATE: FEBRUARY 26, 2015

FROM: PENNY HILL, ASSISTANT CITY MANAGER

A handwritten signature, likely of Penny Hill, consisting of a stylized 'P' and 'H'.

SUBJECT: 2015 WATER TREATMENT PLANT PUMP MAINTENANCE

Attached is a memo from Director of Public Services Dave Green recommending a purchase order for water system pump maintenance.

As indicated by Mr. Green, recent inspections indicated work needs to be completed on two pumps; high service pump #3 and low service pump #1. \$30,000 was included in this year's Capital Improvement Plan for this work; the recommended contractor bid is \$20,000 for the work.

Additionally, high service pump # 3 needs to be outfitted with new inverter duty rated windings to ensure water pressure for when the Barlow Reservoir is taken out of service as part of the Barlow Reservoir Rehabilitation/Reconstruction Project planned for the upcoming fiscal year. This additional work can be completed for \$7,592, for a total of \$27,592 for all of the work, within this year's \$30,000 budget.

I recommend the following motion (5 affirmative votes required):

**that the Assistant City Manager be authorized to issue a service order to Northern Pump & Well in the amount of \$27,592 for work on the water system's high service pump # 3 and low service pump #1, with funds available in the Water Fund.**

PH/bcm

K:\tcclerk\city commission\purchase orders\water treatment plant pump maintenance

copy: Dave Green, Director of Public Services

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# Memorandum

The City of Traverse City  
Department of Public Services



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TO: Jered Ottenwess, City Manager

FROM: Dave Green, DPS Director 

DATE: February 23, 2015

SUBJECT: 2015 Water Treatment Plant High/Low Service Pump Maintenance

Attached is a memorandum from Art Krueger, Water Treatment Plant Superintendent, explaining the status of the High Service and Low Service pumps located at the Water Treatment Plant and Low Service Building, respectively. The pumps were inspected and evaluated during the recently completed Reliability Study in order to gain an assessment of their remaining service life and replacement requirements. Although the pumps are getting old the Study recommends that with routine inspection, maintenance and repair we shouldn't need to plan for pump replacement for another 14 or 15 years. Our last inspection highlighted work that needs to be completed on high service pump #3 and low service pump #1 as well as some additional work on pump #3 preparing it for the installation of a variable frequency drive.

As part of the Asset Management Program we are putting in place to address the routine maintenance and repair process at the Water Treatment Plant, we have budgeted money in the Six Year Capital Improvement Plan to allow for this necessary, ongoing work on the pumps in stages. For the Fiscal year 2014/2015 we have \$30,000.00 listed to work on high service pump #5, Project ID #770. Because of the most recent inspection findings it was determined that the work needed on pumps #1 & #3 is of a higher priority than the work on pump #5. Also, with the need to get pump #3 wired for the upcoming VFD installation before working on the Barlow Reservoir can begin, Mr. Krueger decided to shift priorities on these two projects. I concur with Mr. Krueger's assessment of the situation and need to complete this critical work in the order recommended.

Therefore, please request City Commission approval for a service order to be issued to Northern Pump & Well in the amount of \$27,592.00 for work on high service pump #3 and low service pump #1 with required funds available in the Water Fund.

Dave Green  
February 23, 2015  
Page 2 of 2

second lowest bidder was contacted and indicated they were comfortable with their price and questioned whether the low bidder forgot to include something in their bid. We contacted the low bidder, Northern Pump & Well and requested that they review their bid closely to confirm that they have included all addenda, necessary parts and labor. They confirmed that nothing was inadvertently omitted and were confident in completing the scope of work for \$20,000 as bid. Their previous job references were also contacted with good to excellent feedback on their quality, competitive pricing and timeliness in completing their work.

Upon further consideration, an upcoming CIP project, the Barlow Reservoir Rehabilitation / Reconstruction is scheduled for fiscal year 2015-16. Prior to the 4 million gallon Barlow Reservoir being taken out of service for approximately 120 days, a Variable Frequency Drive (VFD) will need to be installed on a high service pump to maintain water system pressure. The existing motor windings in High service pump #3 are not inverter duty rated and won't operate reliably with a new VFD. Therefore we have requested a quote from Northern Pump & Well to replace the old motor windings with new inverter duty rated windings while the motor is at their repair shop. This can be completed for an additional \$7,592 and this is an opportune time to have this work completed and stays within the \$30,000 budget.

***Therefore, please request City Commission approval to award the work to the low bidder, Northern Pump & Well for \$27,592 with funds available in the Water Fund.***

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## Memorandum

City of Traverse City  
Water Treatment Plant

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TO: Dave Green, DPS Director  
FROM: Art Krueger, WTP Superintendent  
DATE: February 23, 2015  
SUBJECT: Vertical Turbine Pump Repairs



The existing Water Treatment Plant high service pump station has five pumps and the low service pump station has four pumps. Four out of the five high service pumps and three out of the four low service pumps are original equipment installed in 1965. Although all the pumps have a varying degree of normal wear and tear, high service pump #3 and low service pump #1 are showing critical signs beyond normal wear and tear. This was discovered during the pump test conducted as part of the Water Treatment Plant portion of the Water System Reliability Study completed in 2014 and recent follow up related on-site pump maintenance work by a service provider.

In an effort to maintain pump reliability at both the high service and low service pump stations, we propose to have high service pump #3 and low service pump #1 removed, hauled off site to a machine shop, repaired, returned and reinstalled. Although the work for these pumps was not included in the Capital Improvement Plan (CIP) for the current fiscal year, Project ID 770 with \$30,000 reserved from the Water Fund was included in order to work on high service pump #5. After a recent in depth inspection of all the pumps, it was determined that the work on high service pump #3 and low service pump #1 was more critical. We have included approximately \$50,000 per year in the CIP six-year plan in order to continue to repair the remaining pumps in a systematic manner, which includes work required to repair high service #5.

We have received the following public bids for removal, repair, return and reinstalling two (2) vertical turbine pumps as noted above. The bid results and my recommendation are summarized below:

Franklin Holwerda Company	\$ 82,000
Peerless Midwest	\$ 42,100
Northern Pump & Well	\$ 20,000

The wide spread bid results were investigated. We understand that the highest bidder currently has a heavy workload, which explains their high pricing. The

second lowest bidder was contacted and indicated they were comfortable with their price and questioned whether the low bidder forgot to include something in their bid. We contacted the low bidder, Northern Pump & Well and requested that they review their bid closely to confirm that they have included all addenda, necessary parts and labor. They confirmed that nothing was inadvertently omitted and were confident in completing the scope of work for \$20,000 as bid. Their previous job references were also contacted with good to excellent feedback on their quality, competitive pricing and timeliness in completing their work.

Upon further consideration, an upcoming CIP project, the Barlow Reservoir Rehabilitation / Reconstruction is scheduled for fiscal year 2015-16. Prior to the 4 million gallon Barlow Reservoir being taken out of service for approximately 120 days, a Variable Frequency Drive (VFD) will need to be installed on a high service pump to maintain water system pressure. The existing motor windings in High service pump #3 are not inverter duty rated and won't operate reliably with a new VFD. Therefore we have requested a quote from Northern Pump & Well to replace the old motor windings with new inverter duty rated windings while the motor is at their repair shop. This can be completed for an additional \$7,592 and this is an opportune time to have this work completed and stays within the \$30,000 budget.

***Therefore, please request City Commission approval to award the work to the low bidder, Northern Pump & Well for \$27,592 with funds available in the Water Fund.***



CITY OF TRAVERSE CITY, MICHIGAN  
SIX YEAR CAPITAL IMPROVEMENT PLAN

Budget Year 2014-2015 by Fund

Project + - Indicates projects with multiple line items.  
ID \* - Indicates new projects submitted for review.

All Projects Submitted for 2014/15

Date/Time Printed: 4/21/2014 4:36:51 PM

WATER FUND

Project ID	Carry Forward 2013-14	Fiscal Year 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Funding Sum	Non-City Funds	Project Cost
884	\$0.00	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00	\$0.00	\$25,000.00
<b>Total</b>	<b>\$0.00</b>	<b>\$12,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,500.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>
<b>Water Distribution System</b>										
367	\$0.00	\$450,000.00	\$450,000.00	\$450,000.00	\$450,000.00	\$450,000.00	\$450,000.00	\$2,700,000.00	\$0.00	\$2,700,000.00
288	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$240,000.00	\$0.00	\$240,000.00
113	\$0.00	\$300,000.00	\$300,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$1,400,000.00	\$0.00	\$1,400,000.00
799	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$0.00	\$75,000.00
801	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00
171	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
533	\$0.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$450,000.00	\$0.00	\$450,000.00
<b>Total Water Distribution System</b>	<b>\$0.00</b>	<b>\$970,000.00</b>	<b>\$865,000.00</b>	<b>\$765,000.00</b>	<b>\$765,000.00</b>	<b>\$765,000.00</b>	<b>\$815,000.00</b>	<b>\$4,945,000.00</b>	<b>\$0.00</b>	<b>\$4,945,000.00</b>
<b>Water System Reliability Projects</b>										
116	\$0.00	\$0.00	\$0.00	\$0.00	\$130,000.00	\$0.00	\$0.00	\$130,000.00	\$130,000.00	\$260,000.00
770	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00
115	\$0.00	\$0.00	\$280,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$280,000.00	\$0.00	\$280,000.00
123	\$0.00	\$0.00	\$0.00	\$2,150,000.00	\$0.00	\$0.00	\$0.00	\$2,150,000.00	\$0.00	\$2,150,000.00
119	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000,000.00	\$4,000,000.00	\$0.00	\$4,000,000.00
122	\$0.00	\$0.00	\$245,000.00	\$0.00	\$4,000,000.00	\$0.00	\$0.00	\$4,245,000.00	\$0.00	\$4,245,000.00
803	\$0.00	\$57,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57,000.00	\$0.00	\$57,000.00
<b>Total Water System Reliability Projects</b>	<b>\$0.00</b>	<b>\$87,000.00</b>	<b>\$525,000.00</b>	<b>\$2,150,000.00</b>	<b>\$4,130,000.00</b>	<b>\$0.00</b>	<b>\$4,000,000.00</b>	<b>\$10,892,000.00</b>	<b>\$130,000.00</b>	<b>\$11,022,000.00</b>
<b>Water Treatment</b>										
731	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
121	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00
103	\$0.00	\$1,100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100,000.00	\$0.00	\$1,100,000.00
507	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
769	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
508	\$0.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,000.00	\$0.00	\$80,000.00
747	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00
<b>Total Water Treatment</b>	<b>\$0.00</b>	<b>\$1,100,000.00</b>	<b>\$125,000.00</b>	<b>\$60,000.00</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,305,000.00</b>	<b>\$0.00</b>	<b>\$1,305,000.00</b>
<b>TOTAL WATER FUND</b>	<b>\$0.00</b>	<b>\$2,169,500.00</b>	<b>\$1,515,000.00</b>	<b>\$2,975,000.00</b>	<b>\$4,915,000.00</b>	<b>\$765,000.00</b>	<b>\$4,815,000.00</b>	<b>\$17,154,500.00</b>	<b>\$130,000.00</b>	<b>\$17,297,000.00</b>



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MARCH 2, 2015

DATE: FEBRUARY 26, 2015

FROM: PENNY HILL, ASSISTANT CITY MANAGER

A handwritten signature in dark ink, appearing to be 'PH' or similar initials.

SUBJECT: WATER VALVE EXERCISING MACHINE

Attached are memos from Justin Roy, Water/Wastewater Maintenance Superintendent, and Dave Green, DPS Director, requesting a purchase order to EH Wachs of Harvard, Illinois, for the purchase of a new trailer-mounted valve exercising machine. Although the bid is higher than the \$57,000 indicated in the Capital Improvement Plan, funds are available in the Water Fund.

I recommend the following motion (5 affirmative votes required):

**that the Assistant City Manager be authorized to issue a purchase order to EH Wachs of Harvard, Illinois, in the amount of \$75,900.00 for the purchase of a 2015 Wachs Standard LX Diesel VMT trailer-mounted water valve exercising machine to be used by the Water/Sewer Maintenance Division, with funds available in the Water Fund.**

PH/jd

K:\tcclerk\city commission\purchase orders\water valve exercising machine

copy: Justin Roy, Water/Wastewater Maintenance Superintendent

Dave Green, DPS Director

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# Memorandum

The City of Traverse City  
Department of Public Services



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TO: Jered Ottenwess, City Manager

FROM: Dave Green, DPS Director *DG*

DATE: February 23, 2015

SUBJECT: 2014/2015 Scheduled Equipment Replacement

Attached is a memorandum from Justin Roy, Water/Sewer Maintenance Superintendent, requesting City Commission approval to purchase a new trailer mounted valve-exercising machine that has been budgeted in the 2014/2015 fiscal year in the Six Year Capital Improvement Plan, Project ID Number 803.

As Justin mentions in his memorandum, the Michigan Department of Environmental Quality (MDEQ) requires all municipalities that produce public drinking water incorporate a comprehensive valve turning program into its overall preventative maintenance program. The recently completed Water Reliability Study highlighted this requirement as well.

Our valve turning program is limited at best and needs to be improved. As part of our evolving Asset Management Program we have developed a schedule that will exercise every valve in the system at least once every three years and critical valves once every year. This increased effort requires additional manpower or the use of new technology in order to stay on the required rotation.

Although the bid price came in higher than the estimated cost I believe investing in this new equipment is our best option and I concur with Mr. Roy's recommendation to purchase the trailer mounted valve exercise machine.

Therefore, please request City Commission approval for a purchase order in the amount of \$75,900.00 to EH Wachs of Harvard, Ill., for the purchase of a 2015 Wachs Standard LX Diesel VMT to be used by the Water/Sewer Maintenance Division with funds available in the Water Fund for this planned purchase.



CITY OF TRAVERSE CITY  
WATER/WASTEWATER MAINTENANCE

TO: DAVE GREEN, DPS DIRECTOR  
FROM: JUSTIN ROY, WATER/WASTEWATER MAINTENANCE SUPERINTENDENT *JR*  
SUBJECT: VALVE MAINTENANCE TRAILER  
DATE: 2/22/2015  
CC:

---

As you are aware the most recent water reliability study indicated the need to formalize the City's water main valve exercising program that is required by the MDEQ. Today we exercise valves on an as needed basis. We will implement a formal program beginning this year with the intention of exercising 1/3 of the water main valves in the City each year.

Currently there are over 3,000 valves in the City water distribution system ranging in size from four-inches to 30-inches. It is important that every valve is exercised once every 2-3 years to extend the useful life of the valve. Through the valve exercising program, broken or inoperable valves will be identified and replaced.

Additional benefits of this program include:

- Reduced water loss during water emergencies.
- Easy isolation of the water distribution system during water related emergencies
- Reduced liability due to water damage
- Reduced impact to our customers by isolating smaller sections of water mains during water emergencies.

The valve-exercising machine is a hydraulically powered piece of equipment, which allows one operator to exercise a water main valve in an expedient manner. Currently, two operators are required to exercise valves and the number of valves exercised on a daily basis is limited by operator fatigue. The average time for manually turning a valve is approximately 45-60 minutes. Employing a valve-exercising machine requires only one operator and the average time for turning a valve is reduced to 20-40 minutes, reducing staff hours required to complete this task while increasing productivity. It should be noted that the time to turn a valve varies significantly based on the size, age and maintenance history of the valve.

We recently solicited bids for a valve maintenance trailer.

This equipment package consisted of:

- Trailer mounted valve exercise machine
- Trailer mounted vacuum – used to clean valve boxes with debris in them
- Trailer mounted pressure washer – used to assist in cleaning valve boxes.
- Equipment storage
- GPS/GIS software to capture and record data related to the valve

The bid announcement was publicly advertised January 30<sup>th</sup>. The bid opening was held on February 12th. Two bids were received. E.H. Wachs bid \$75,900. Jack Doheny Supply bid \$62,500. The low bid from Jack Doheny Supply was for a used “demo” machine. The demo is 2-3 years old and when it was brought to us in the fall of 2014 for a demonstration it was not operational. I do not feel that it is in the City’s best interest to purchase this machine. I should also note that Jack Doheny Supply is no longer the distributor for E.H. Wachs, the company that produces the machine.

Please request of the City Commission authorization to purchase one (1) trailer mounted valve exercising machine for an amount not to exceed \$75,900.00.



CITY OF TRAVERSE CITY, MICHIGAN  
SIX YEAR CAPITAL IMPROVEMENT PLAN

Budget Year 2014-2015 by Fund

Project + - Indicates projects with multiple line items.  
\* - Indicates new projects submitted for review.

All Projects Submitted for 2014/15

Date/Time Printed: 4/21/2014 4:36:51 PM

Carry Forward  
2013-14

Fiscal Year  
2014-15

Fiscal Year  
2015-16

Fiscal Year  
2016-17

Fiscal Year  
2017-18

Fiscal Year  
2018-19

Fiscal Year  
2019-20

Funding  
Sum

Non-City  
Funds

Project  
Cost

WATER FUND

884	*Water/Sewer Maintenance Building Fiber Connection	\$0.00	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00	\$0.00	\$0.00	\$25,000.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$12,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>
<b>Water Distribution System</b>													
367	Annual Water Rehab/Replace	\$0.00	\$450,000.00	\$450,000.00	\$450,000.00	\$450,000.00	\$450,000.00	\$450,000.00	\$450,000.00	\$2,700,000.00	\$0.00	\$0.00	\$2,700,000.00
288	Automated Meter Reading System (AMR) (+WasteWater)	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$240,000.00	\$0.00	\$0.00	\$240,000.00
113	Barlow Reservoir Structural/Coating Rehabilitation	\$0.00	\$300,000.00	\$300,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$1,400,000.00	\$0.00	\$0.00	\$1,400,000.00
799	*Huron Hills Booster Station Demolition Project	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$75,000.00
801	*Replacement - Large Diameter Water Tapping Machine	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00
171	Union Street Dam: Move or Sleeve Waterline	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
533	Water Meters	\$0.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$450,000.00	\$0.00	\$0.00	\$450,000.00
	<b>Total Water Distribution System</b>	<b>\$0.00</b>	<b>\$970,000.00</b>	<b>\$865,000.00</b>	<b>\$765,000.00</b>	<b>\$765,000.00</b>	<b>\$765,000.00</b>	<b>\$765,000.00</b>	<b>\$815,000.00</b>	<b>\$4,945,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,945,000.00</b>
<b>Water System Reliability Projects</b>													
116	Carter Road Water Main Extension (+Elmwood Twp SID)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$130,000.00	\$130,000.00	\$0.00	\$260,000.00
770	*High Service Pump Bearing Repair	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00
115	Midtown Water Transmission Line	\$0.00	\$0.00	\$280,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$280,000.00	\$0.00	\$0.00	\$280,000.00
123	Plant - Low Service Pump Upgrade - Plant	\$0.00	\$0.00	\$2,150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,150,000.00	\$0.00	\$0.00	\$2,150,000.00
119	Plant - Raw Water Intake	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000,000.00	\$4,000,000.00	\$0.00	\$0.00	\$4,000,000.00
122	Regional Water Storage	\$0.00	\$0.00	\$245,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,245,000.00	\$0.00	\$0.00	\$4,245,000.00
803	*Valve Maintenance Trailer - Water System	\$0.00	\$57,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57,000.00	\$0.00	\$0.00	\$57,000.00
	<b>Total Water System Reliability Projects</b>	<b>\$0.00</b>	<b>\$87,000.00</b>	<b>\$525,000.00</b>	<b>\$2,150,000.00</b>	<b>\$4,130,000.00</b>	<b>\$4,130,000.00</b>	<b>\$4,000,000.00</b>	<b>\$815,000.00</b>	<b>\$10,892,000.00</b>	<b>\$130,000.00</b>	<b>\$0.00</b>	<b>\$11,022,000.00</b>
<b>Water Treatment</b>													
731	*Generator Plug Receptacle for Low Service Pump Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00
121	Plant - Freight Elevator Compliance	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00
103	Plant - SCADA, Including Filter Valves and Master Meter Replacement	\$0.00	\$1,100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100,000.00	\$0.00	\$0.00	\$1,100,000.00
507	Replacement of Air Compressors	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
769	*Security System Upgrade	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00
508	Sump Pump Replacement	\$0.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$80,000.00
747	*Variable Frequency Drive for High Service Pump	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
	<b>Total Water Treatment</b>	<b>\$0.00</b>	<b>\$1,100,000.00</b>	<b>\$125,000.00</b>	<b>\$60,000.00</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,305,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,305,000.00</b>
	<b>TOTAL WATER FUND</b>	<b>\$0.00</b>	<b>\$2,169,500.00</b>	<b>\$1,515,000.00</b>	<b>\$2,975,000.00</b>	<b>\$4,915,000.00</b>	<b>\$4,815,000.00</b>	<b>\$4,815,000.00</b>	<b>\$17,154,500.00</b>	<b>\$17,297,000.00</b>	<b>\$130,000.00</b>	<b>\$0.00</b>	<b>\$17,297,000.00</b>



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MARCH 2, 2015

DATE: FEBRUARY 26, 2015

FROM: PENNY HILL, ASSISTANT CITY MANAGER

A handwritten signature, likely of Penny Hill, in dark ink.

SUBJECT: HOUSEKEEPING CHANGE - RESOLUTION BANNING  
ALCOHOLIC BEVERAGES AT CLINCH PARK BEACH

Attached is a memo from Parks and Recreation Superintendent Lauren Vaughn regarding a housekeeping change to the Resolution Banning Alcohol at Clinch Park Beach. As noted by Mr. Vaughn, since the removal of the miniature railroad tracks, the original adopted resolution banning alcohol beverages is no longer accurate.

I have attached a map for your reference depicting areas in the City where alcohol is banned as well as areas where only beer and wine are allowed.

I recommend the following motion:

**that the Resolution Banning the Possession and Consumption of Alcoholic Beverages at Clinch Park Beach, be adopted.**

PH/kes

K:\tcclerk\city commission\resolutions\cover memo\_alcohol ban in clinch park\_20150302.doc

copy: Lauren Vaughn, Parks & Recreation Superintendent

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# Memorandum

The City of Traverse City



---

TO: Benjamin Marentette, City Clerk  
FROM: Lauren Vaughn, Parks and Rec. Sup't.  
DATE: February 23, 2015  
SUBJECT: *Clinch Park Beach Alcohol Ban*

While looking at the various alcohol bans for various City parks, I noted that the previous alcohol ban resolution for Clinch Park Beach was now outdated, due to the removal of the miniature railroad tracks that were referenced as the western boundary in the 1988 resolution. The attached proposed resolution revision, updates the boundary on the west to be "the western edge of the beach sand".

For the same reasons that the 1988 resolution was created, it is important to continue the alcohol ban in this area to maintain and hopefully increase the health, safety and welfare of the beach users.





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RESOLUTION BANNING THE POSSESSION AND CONSUMPTION OF  
ALCOHOLIC BEVERAGES  
AT CLINCH PARK BEACH

- Because, Traverse City Code of Ordinances Section 1064.09 provides that no person may possess any alcoholic beverage, other than beer and wine in any City park, and that the City Commission may, by resolution, ban the consumption and possession of beer and wine in any park or designated portion of a park; and
- Because, the City commission has determined it to be in the best interest of the public health, safety and welfare, to ban the possession and consumption of beer and wine at Clinch Park Beach; and
- Because, Clinch Park Beach shall be designated as that land bordered by West Grand Traverse Bay on the north, Grandview Parkway on the south, Murchie Bridge on the east, and the western edge of the beach sand on the west; now therefore be it,
- Resolved, that as provided by Traverse City Code of Ordinances, Section 1064.09, the possession and consumption of beer and wine is prohibited at Clinch Park Beach; further be it
- Resolved, that notice of the ban of all alcoholic beverages at Clinch Park Beach shall be posted at such points within or at the perimeter of the area where the ban is in effect as the City Manager shall direct.

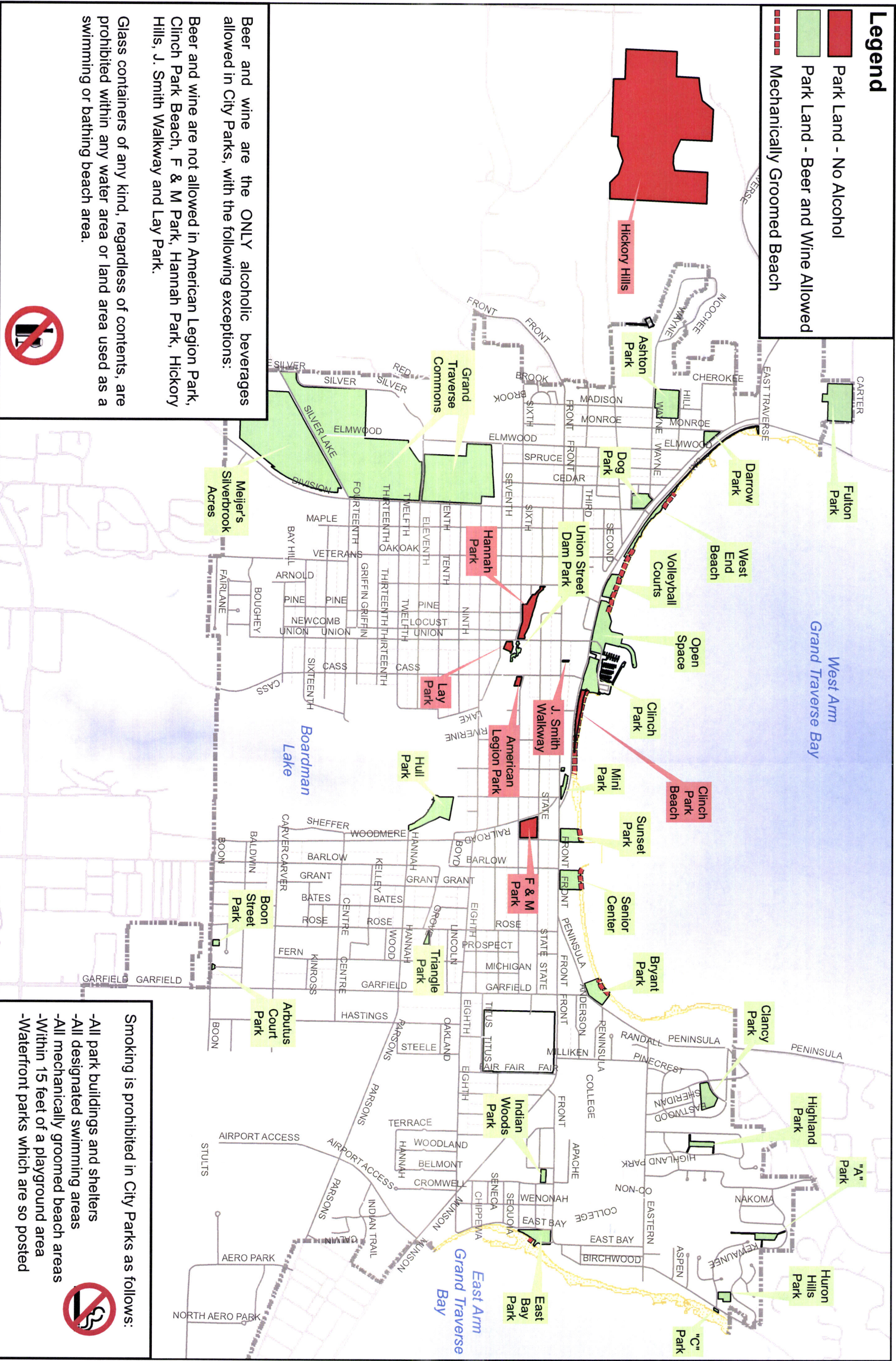
I hereby certify that the above Resolution was adopted by the Traverse City City Commission at its regular meeting held on March 2, 2015, in the Commission Chamber of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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Katelyn Stroven, CMMC, Deputy City Clerk







Document Path: S:\Asset Management\Clerk\City Parks alcohol-smoking map\2015\maps\2015\_city\_parks\_alcohol\_smoking\_areas.mxd



Asset Management  
City of Traverse City

# TRAVERSE CITY PUBLIC PARKS ALCOHOL AND TOBACCO USE REGULATIONS



2-20-15  
JPT

This map is based on digital databases from the City of Traverse City. Traverse City cannot accept any responsibility for errors, omissions or positional accuracy. There are no warranties expressed or implied.





The City of Traverse City

## Communication to the City Commission

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FOR THE REGULAR CITY COMMISSION MEETING OF MARCH 2, 2015

DATE: FEBRUARY 26, 2015

FROM: City Commission Ad Hoc Committee for Carnegie Building/City Assets:  
Commissioner Jeanine Easterday, Chair  
Commissioner Gary Howe  
Commissioner Ross Richardson

SUBJECT: RECOMMENDATION – LEASE AGREEMENTS FOR CARNEGIE BUILDING

At its February 9, 2015 meeting, the Carnegie Building Ad Hoc Committee reviewed draft leases as prepared by City staff and discussed proposed lease terms for each of three prospective tenants of the Carnegie Building;

- the Crooked Tree Arts Council
- the History Center of Traverse City
- the Grand Traverse Rock and Mineral Club

Draft lease agreements had been previously distributed to the three prospective tenants, with comments received from all three. Representatives from the History Center noted that they would need more time to review the draft lease and would forward additional comments.

The consensus of the Ad Hoc Committee was that the draft lease terms were acceptable with a few changes recommended, namely:

- The rent charged to each prospective tenant should be equitable based on the amount of leased square footage (approximately 4,153 square feet for the Crooked Tree Arts Council and approximately 174 square feet for the Rock and Mineral Club). The amount per square foot is approximately \$6.00 for each lease, and rounded.
- Rent payments may be paid quarterly.

- The kitchen area should be allowed as a shared use area to all three tenants.
- The small board room in the lower level of the Carnegie Building should be made available at no additional cost to the three tenants, and based on the yet to be determined building use policy.
- The hours of operation for the Crooked Tree Arts Center should be changed to 10:00 am to 5:00 pm.

The recommended changes have been incorporated into the proposed leases with the Crooked Tree Arts Council and the Grand Traverse Rock and Mineral Club, which are attached. The proposed lease with the History Center of Traverse City is not ready for Commission action.

The remaining unleased space would be under the control of the City. The Ad Hoc Committee is currently working on a draft "Building Use Policy" for the remaining space, which will come before the City Commission for its approval at a later date.

We recommend the following motion (5 affirmative votes required):

**that the Mayor and City Clerk be authorized to execute a non-exclusive Lease Agreement with Crooked Tree Arts Council, Inc. for a portion of the Carnegie Building located at 322 Sixth Street, Traverse City, MI for a three-year period at a cost of \$25,000 per year; and further**

**that the Mayor and City Clerk be authorized to execute a non-exclusive Lease Agreement with Grand Traverse Rock and Mineral Club, Inc. for a portion of the Carnegie Building located at 322 Sixth Street, Traverse City, MI for a three-year period at a cost of \$1,000 per year, with both agreements subject to approval as to their substance by the Assistant City Manager and their form by the City Attorney, with the lease payments to be deposited to the Heritage Center Fund.**

:PH

K:\tcclerk\city commission\agreements\carnegie building leases

copy: Lauren Vaughn, Grand Traverse Rock and Mineral Club President  
Liz Ahrens, The Crooked Tree Arts Council President –  
liz@crookedtree.org

## LEASE AGREEMENT

This Lease has been entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, between the CITY OF TRAVERSE CITY, a Michigan municipal corporation, of 400 Boardman, Traverse City, Michigan, 49684, ("Landlord") and the GRAND TRAVERSE ROCK AND MINERAL CLUB, INC., a Michigan Nonprofit Corporation, of 432 S. Golden Beach Dr., Kewadin, Michigan, 49648 ("Tenant").

In consideration of the mutual covenants herein contained, the Landlord and the Tenant agree as follows:

1. Premises. Landlord leases to Tenant, and Tenant hires from Landlord, on the terms and subject to the conditions herein contained, those portions of the building located at 322 Sixth Street, Traverse City, Michigan, commonly known as the Carnegie Building (Tax Parcel ID 28-51-103-015-10, the "Building"), which are attributed to the Tenant on the attached **Exhibit A**, which is hereby incorporated herein by reference (the "Premises"). Tenant may use the kitchen for a breakroom for its employees and volunteers and as a staging area for catered events. The kitchen may not be used for food preparation or for any commercial purpose. The Tenant may use the boardroom subject to the City's building use policy at no charge.

2. Term. The term of this Lease shall be three (3) years commencing on \_\_\_\_\_ and continuing through \_\_\_\_\_, subject to the provisions of this Lease Agreement.

3. Rent. The fixed annual rent for the Premises shall be ONE THOUSAND DOLLARS (\$1,000.00) payable in quarterly installments. Rent for the first quarter shall be due upon execution of this Lease and quarterly thereafter upon invoice from the Landlord. The first quarterly payment may be prorated if necessary to account for the actual execution date of this Lease.

4. Utilities. Landlord shall pay all charges for water, sewer, heat, gas, electricity, and solid waste collection during the term of this Lease. Tenant shall pay all charges for telephone and internet service during the term of this Lease.

5. Acceptance of Premises. Except as Landlord and Tenant may otherwise agree in writing, the taking of possession by Tenant shall be conclusive evidence that, at such time, the Premises were in satisfactory or acceptable condition. Landlord has made no representations as to the condition of the Premises except as provided and Landlord shall not be liable for any latent or patent defects therein.

6. Use of the Premises. Tenant shall use and occupy the Premises for activities associated with the Rock and Mineral Club including meetings, workshops, classes, and storage of equipment, and shall not use the Premises for any other purpose without the prior written consent of the Landlord. Tenant acknowledges that it has made its own determination as to the suitability of the Premises for this use, and that the Landlord has made no representations with respect thereto. Tenant agrees that its use and occupancy shall conform in all respects to all applicable statutes, ordinances, rules, regulations and orders. Tenant shall not cause or permit any unsafe, offensive or obnoxious activity or public nuisance on the Premises. Tenant hereby

expressly agrees that the Building will continue to serve as a polling location/precinct for elections. Tenant hereby expressly agrees that the upper level of the Cornwell Addition may be used by the Landlord during the term of this Lease for the Festival of Trains event, which has traditionally been held in December and January each year. Landlord may make the upper level of the Carnegie portion of the Building available to Tenant for its annual show subject to approval by the Landlord and pursuant to the City's Building Use Policy.

7. Improvements, Alterations and Renovation. No construction, alteration, or remodeling may be made to the Premises without obtaining the prior express written permission of the City Manager. Any such alterations, additions or improvements and the construction of them shall be the legal and financial responsibility of the Tenant and shall in addition conform in all respects to all applicable statutes, ordinances, rules, regulations and orders. Tenant shall commit no waste on the premises.

8. Maintenance and Repair. Tenant shall maintain the Premises in a clean and sanitary condition and shall surrender the Premises at the termination of this Lease in as good a condition as when received, ordinary wear and tear excepted. Tenant agrees to be responsible for any damage caused to the Premises by Tenant or Tenant's sublessees, agents, employees, guests, or invitees. Landlord shall maintain the HVAC system and other utility systems in the Building at its cost and expense. Landlord shall maintain the exterior areas of the property including the parking lot, snow removal of the parking lot and lawn/landscaping maintenance. Landlord shall provide bathroom cleaning services to the Building at least weekly. Tenant shall immediately submit to the City Manager a written report of any accident occurring on the Premises or any dangerous or unsafe condition or non-routine maintenance issue observed by the Tenant, its agents or employees

9. Insurance. The Tenant shall procure and maintain during the life of this Lease, commercial general liability insurance on an occurrence basis with limited liability of not less than one million dollars (\$1,000,000.00) per occurrence or aggregate combined single limit, personal injury, bodily injury and property damage. Such insurance shall include an endorsement stating that the City of Traverse City, all elected and appointed officials, all employees and volunteers thereof, shall be additional insured. Insurance policies required under this Lease shall include an endorsement stating that sixty (60) days advance written notice of cancellation, non-renewal, reduction or material change shall be sent to the City Clerk of the City of Traverse City, 400 Boardman Avenue, Traverse City, MI 49684.

10. Governmental Immunity. This Lease does not constitute a joint endeavor. The parties do not intend to waive any governmental immunity available to a party or an employee or official of a party.

11. Indemnification. To the fullest extent permitted by law, the Tenant agrees to defend, pay on behalf of, indemnify, and hold harmless the Landlord, its elected and appointed officials, employees and volunteers and others working on behalf of the Landlord, against any and all claims, demands, suits or loss, including all costs and attorneys' costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Landlord, its elected and appointed officials, employees, volunteers or others working on behalf

of the Landlord, by reason of alleged personal injury, including bodily injury or death or property damage or by reason of a tort of quasi-contract claim, which arises out of or is in any way connected or associated with this Lease Agreement. This indemnification promise shall not be limited by reason of any insurance policy.

12. Signs. Tenant may erect signs on the Premises or the Building as shall be approved by the City Manager in writing prior to the installation thereof. Tenant shall maintain such signs during the term of this Lease and at the end of the term shall remove the same, at its own cost and expense. All signs must conform to the City's sign ordinance.

13. Tenant's Personal Property and Taxes. All personal property of Tenant kept on the Premises shall be at Tenant's sole risk, and Tenant hereby waives all right of recovery which it might otherwise have against Landlord for any loss, theft or damage that may result from Landlord's negligence. Tenant shall pay promptly when due all taxes levied on personal property owned by Tenant and shall promptly pay when due all real property taxes, if any, levied on the Premises.

14. Destruction - Fire or Other Cause. If the Premises shall be rendered untenable by fire or other casualty, the insurance proceeds may be used to repair the damage as speedily as possible. In the event such proceeds exceed the cost of such repair, such excess shall belong to Landlord. In the event the Building or the Premises is completely destroyed or so extensively damaged to as to make restoration impractical or uneconomical, this Lease may be terminated by Landlord upon notice thereof to Tenant given within ninety (90) days of such damage. Landlord shall not be responsible for any damages suffered by Tenant as a result of said termination or interruption in Tenant's enjoyment of the Premises.

15. Laws and Regulations. Tenant shall, at Tenant's own cost and expense, comply with all of the requirements of all laws and regulations, municipal, state and federal, now in force, or which may hereafter be in force, pertaining to the Premises, and the use and occupancy thereof.

16. Assignment and Subletting. Tenant shall not assign, or in any way encumber this Lease, or any part, right or interest thereof, nor shall Tenant let or sublet or permit any part of the Premises to be used or occupied by others for any reason without the prior written consent of the City Manager. No consent by Landlord to an assignment or subletting shall be construed to relieve Tenant from its obligations hereunder or from obtaining Landlord's written consent to any further assignment.

17. Access to Premises. Landlord shall have the right to enter upon the Premises at all reasonable business hours for the purpose of inspecting same, preventing waste, loss or destruction, making repairs or removing obstructions. These hours may be extended upon notice to Tenant or Tenant's agent, for repairs or alterations or to enforce any of Landlord's rights or powers under this Lease. If as a result of any entry by Landlord into the Premises it is necessary to Tenant to suspend operations therein, Tenant's sole remedy shall be abatement of rent for the period of time normal operations are suspended.



18. Subordination. This Lease is subject and subordinate to all underlying leases and mortgages which now or hereafter affect the Premises and to all renewals, modifications, consolidations, replacements and extensions thereof. Tenant shall execute promptly from time to time any certificate or other instrument that Landlord may request to confirm this subordination.

19. No Waiver. The failure of either party to enforce any covenant or condition of this Lease shall not be deemed a waiver thereof or of the right of either party to enforce each and every covenant and condition of this Lease. No provision of this Lease shall be deemed to have been waived unless such waiver is in writing.

20. Successors and Assigns. The covenants, conditions and agreements contained in this Lease shall bind and inure to the benefit of Landlord and Tenant and their respective distributees, successors, and, except as otherwise provided in this Lease, their assigns.

21. Quiet Enjoyment. Landlord covenants and agrees with Tenant that upon Tenant's paying the rent and observing and performing all the terms, covenants and conditions on Tenant's part to be performed and observed, Tenant may peaceably and quietly enjoy the Premises leased hereby. Tenant and Landlord agree that in the event that the Premises become untenable due to a casualty not covered by insurance, and not caused by Tenant, Tenant and the Landlord may elect to terminate this Lease with proper notice. Upon termination, neither party shall have any further rights or responsibilities under the terms of this Lease.

22. Impairment of Title. Tenant shall not, directly or indirectly, encumber or impair Landlord's title to the Premises.

23. Termination. Except as otherwise indicated, a party may terminate this Lease upon ninety (90) days advance written notice to the other party. All moveable personal property of the Tenant or any other person other than Landlord shall be promptly removed by the Tenant at the termination of this Lease. Any fixtures or improvements placed on the Premises with the consent of the Landlord shall become the property of the Landlord upon termination of this Lease. Upon termination, rent shall be pro rated and any amount in excess of the duration of Tenant's occupancy shall be paid to Tenant.

24. Landlord's Remedies on Default. If Tenant defaults in the payment of rent, or defaults in performance of any other covenants or conditions of this Lease, Landlord may give Tenant notice of the default. If Tenant does not cure any default within seven (7) days after the giving of the notice, or, if such default cannot be completely cured within the period, Tenant does not commence the curing within fourteen (14) days and thereafter proceed with reasonable diligence and in good faith to cure the default, then Landlord may terminate this Lease on no less than seven (7) days' notice to Tenant. On the date specified in the notice, this Lease will terminate and Tenant will surrender the Premises to Landlord, but Tenant will remain liable for any default. If this Lease will have been so terminated by Landlord, Landlord may then retake possession of the Premises by any lawful means and remove Tenant or other occupants and its or their effect.

25. Notices. Any notice which either party may, or is required to, give hereunder may

be served personally or sent by first class mail, postage prepaid, to the other party at their address above, or at such other places as may be designated in writing by the parties from time to time.

26. Non-Discrimination. The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, handicapped status, or marital status. Breach of this covenant may be regarded as a material breach of this agreement.

27. Amendments. Any modifications of this Lease shall be in writing and signed by both parties.

28. Venue and Interpretation. Any and all suits for any and every breach of this Lease may be instituted and maintained in any court of competent jurisdiction in the County of Grand Traverse, State of Michigan. This Lease shall be governed by the laws of the State of Michigan, both as to interpretation and performance.

29. Employees. The personnel employed by the Tenant shall not be deemed to be employees of the Landlord and shall not be entitled to any fringe benefits the City affords its employees. Personnel employed by Tenant shall not hold themselves out as employees of the City.

30. Third Party Beneficiaries. This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement and their respective successors and permitted assigns.

31. Severability. In the event that any part of this Lease shall be held invalid, the remainder thereof shall remain in full force and effect.

32. Entire Agreement. This Lease, together with all the items incorporated herein by reference, constitutes the entire agreement of the parties and there are no valid promises, conditions or understandings which are not contained herein.

33. Authority to Execute. The parties agree that the signatories appearing below have the authority and are duly authorized to execute this Lease on behalf of the party to the Lease.

IN WITNESS WHEREOF, the undersigned have executed this Lease as of the date first written above.

CITY OF TRAVERSE CITY

---

Michael Estes, Mayor

\_\_\_\_\_  
Benjamin C. Marentette, City Clerk

TENANT

\_\_\_\_\_  
Its:

APPROVED AS TO SUBSTANCE:

\_\_\_\_\_  
Jered Ottenwess, City Manager  
City of Traverse City

APPROVED AS TO FORM:

\_\_\_\_\_  
Lauren Tribble-Laucht, City Attorney  
City of Traverse City



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MARCH 2, 2015

DATE: FEBRUARY 26, 2015

FROM: MAYOR MICHAEL ESTES

SUBJECT: STATUS OF CITY MANAGER JERED OTTENWESS

I have requested that this item be placed on the City Commission's agenda to discuss the status of City Manager Jered Ottenwess and take any action the City Commission deems appropriate regarding the City Manager.

If the City Commission wishes to enter into closed session to discuss the attorney-client privileged communication, the following motion would be appropriate; a roll call vote with five (5) affirmative votes is required to do so:

**that the City Commission enter into closed session immediately following the public comment portion of the agenda to consider the written attorney-client privileged communication regarding City Manager Jered Ottenwess, as authorized by MCL 15.268(h).**

:BCM

K:\tcclerk\city commission\city manager\status 20150302

**TRAVERSE CITY  
LIGHT AND POWER BOARD**

3/2 - cc uty

Minutes of Regular Meeting  
Held at 5:15 p.m., Commission Chambers, Governmental Center  
Tuesday, January 13, 2015

**Board Members -**

Present: Barbara Budros, Jim Carruthers, Pat McGuire, Bob Spence, Jan Geht

Absent: Jeff Palisin, John Taylor

**Ex Officio Member -**

Present: Jered Ottenwess, City Manager

**Others:** W. Peter Doren, Scott Menhart, Karla Myers-Beman, Tom Olney, Kelli Schroeder, Stephanie Tvardek, Blake Wilson

The meeting was called to order at 5:15 p.m. by Vice Chairman Geht.

Vice Chairman Geht announced items 2a, 2b1 and 2b2 would be pulled from the Consent Calendar for full discussion.

**Item 2 on the Agenda being Consent Calendar**

a. *Removed from the Consent Calendar*

b. *Removed from the Consent Calendar*

**Items Removed from the Consent Calendar**

a. Consideration of approving minutes of the Regular Meeting of December 9, 2014.

Moved by Carruthers, seconded by McGuire that the Minutes of the Regular Meeting of December 9, 2014 be approved.

CARRIED unanimously. (Taylor and Palisin absent)

b. Consideration of approving amended Board Policies.

Karla Myers-Beman clarified this item should read "Computer, Internet and Electronic Communications Policy" instead of "Computer, Internet and Email Policy", and the same change should be made to the recommended motion.

1. Computer, Internet and Electronic Communications Policy.

The following individuals addressed the Board:

Karla Myers-Beman, Controller

Moved by McGuire, seconded by Spence, that the Board adopts the amended Computer, Internet and Electronic Communications Policy as amended with an immediate effective date.

CARRIED unanimously. (Taylor and Palisin absent)

c. Consideration of approving amended Board Policies.

1. Family Medical Leave Act Policy.

The following individuals addressed the Board:

Kelli Schroeder, Manager of Human Resources & Communications  
W. Peter Doren, General Counsel

Moved by Spence, seconded by McGuire, that the Board adopts the amended Family Medical Leave Act Policy as amended with an immediate effective date.

CARRIED unanimously. (Taylor and Palisin absent)

**Item 3 on the Agenda being Unfinished Business**

None.

**Item 4 on the Agenda being New Business**

a. Fiscal year 2013-14 Audit presentation.

The following individuals addressed the Board:

Karla Myers-Beman, Controller  
Alan Panter, CPA, Abraham & Gaffney, P.C.

Moved by Spence, seconded by Budros, that the Financial Statements for the fiscal year ended June 30, 2014 be accepted.

Carruthers requested in the future the Financial Statements be brought to a regular meeting first for introduction to be accepted at a subsequent meeting.

CARRIED unanimously. (Taylor and Palisin absent)

**Item 5 on the Agenda being Appointments**

None.

**Item 6 on the Agenda being Reports and Communications**

a. From Legal Counsel.

None.

b. From Staff.

1. Nate Elkins, Influence Design Forum, LLC, presented the West Front Street Redevelopment Project.

The following individuals addressed the Board:

Karla Myers-Beman, Controller  
Tim Lodge, City Engineer  
Blake Wilson, System Engineer  
Jered Ottenwess, City Manager  
W. Peter Doren, General Counsel

Karla Myers-Beman read for the record comments emailed from Chairman Taylor.

2. Karla Myers-Beman presented the Fiber Optic Fund 2015-16 operating budget.
3. Karla Myers-Beman spoke regarding a letter received from the Fire Department regarding a recent electric demonstration by TCL&P employees.

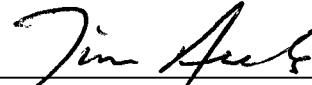
C. From Board.

None.

**Item 7 on the Agenda being Public Comment**

No one from the public commented.

There being no objection, Chairman Taylor declared the meeting adjourned at 6:55 p.m.



\_\_\_\_\_  
Tim Arends, Secretary  
LIGHT AND POWER BOARD

/st

**TRAVERSE CITY  
LIGHT AND POWER BOARD**

3/2 - cc mtg

Minutes of Regular Meeting  
Held at 5:15 p.m., Commission Chambers, Governmental Center  
Tuesday, January 27, 2015

**Board Members -**

Present: Barbara Budros, Jim Carruthers, Pat McGuire, Jeff Palisin, Bob Spence,  
Jan Geht, John Taylor

**Ex Officio Member -**

Present: Jered Ottenwess, City Manager

**Others:** Tim Arends, W. Peter Doren, Scott Menhart, Karla Myers-Beman, Tom  
Olney, Kelli Schroeder, Rod Solak, Stephanie Tvardek, Jessica Wheaton,  
Blake Wilson

The meeting was called to order at 5:15 p.m. by Chairman Taylor.

**Item 2 on the Agenda being Consent Calendar**

Moved by McGuire, seconded by Budros, that the following actions, as recommended on the Consent Calendar portion of the Agenda be approved:

- a. Minutes of the Regular Meeting of January 13, 2015.
- b. Revised organizational chart and job description for the Light & Power Department.

CARRIED unanimously.

**Items Removed from the Consent Calendar**

None.

**Item 3 on the Agenda being Unfinished Business**

None.

**Item 4 on the Agenda being New Business**

- a. Consideration of City Commission Resolution regarding West Front Street reconstruction funding level.

The following individuals addressed the Board:

Tim Arends, Executive Director  
Jered Ottenwess, City Manager  
Tim Lodge, City Engineer  
Karla Myers-Beman, Controller  
W. Peter Doren, General Counsel

Moved by Geht, seconded by McGuire, to reject the City Commission's request.



The following individuals from the Public addressed the Board:

Tim Lodge, City Engineer

Roll Call:

Yes – Budros, McGuire, Palisin, Spence, Geht, Taylor

No - Carruthers

CARRIED.

Moved by Budros, seconded by Palisin, that Light and Power agree to fund up to \$527,000 for the high level lighting, low level decorative lighting and the primary service.

At the request of Chairman Taylor, Stephanie Tvardek restated the motion.

With the consensus of Budros, Chairman Taylor proposed the motion be amended to read:

Moved by Budros, seconded by Palisin, that Light and Power agree to fund the high level lighting, low level decorative lighting and the primary service as presented with an estimated amount of \$527,000.

Roll Call:

Yes – Budros, Carruthers, Palisin, Spence, Taylor

No – McGuire, Geht

CARRIED.

Discussion continued amongst the Board and the Executive Director regarding TCL&P's involvement in the planning process for this project.

6:34 p.m. Jered Ottenwess departed the meeting.

b. Consideration of Six Year Capital Improvements Plan – 2015.

The following individuals addressed the Board:

Tim Arends, Executive Director

Karla Myers-Beman, Controller

6:42 p.m. Jered Ottenwess rejoined the meeting.

Moved by Palisin, seconded by McGuire, that the Board authorizes the Executive Director to submit the Six Year Capital Improvements Plan – 2015 as amended to the City Manager for review and approval of the City Commission and City Planning Commission.

CARRIED unanimously.

**Item 5 on the Agenda being Appointments**

None.

**Item 6 on the Agenda being Reports and Communications**

a. From Legal Counsel.

1. W. Peter Doren reported on a recent ruling by the Michigan State Court of Appeals regarding the customer's right to choose its utility if more than one utility runs in proximity to the property.

6:48 p.m. Jeff Palisin departed the meeting.

b. From Staff.

1. Staff presented the 2014 Strategic Plan Year End Review.

The following individuals addressed the Board:

Tim Arends, Executive Director  
Karla Myers-Beman, Controller  
Jessica Wheaton, Manager of Energy Services & Key Accounts  
Tom Olney, Operations Manager  
Blake Wilson, System Engineer  
Scott Menhart, Manager of Telecom & Technology  
Kelli Schroeder, Manager of Human Resources & Communications

2. Karla Myers-Beman presented the September 30, 2014 (first quarter) financial position.

The following individuals addressed the Board:

Tim Arends, Executive Director

c. From Board.

1. With the consent of the Board, Vice Chairman Geht directed staff to develop questions to poll TCL&P ratepayers regarding their expectation of the utility's funding obligations to various city projects.

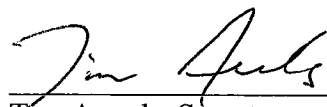
The following individuals addressed the Board:

Tim Arends, Executive Director  
W. Peter Doren, General Counsel

**Item 7 on the Agenda being Public Comment**

No one from the public commented.

There being no objection, Chairman Taylor declared the meeting adjourned at 7:32 p.m.



Tim Arends, Secretary  
LIGHT AND POWER BOARD